

**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 5 Employee Benefits

Military Leave Policy

Effective date

Revised

Number: 5.05

December 21, 2000

January 23, 2002

Department of Natural Resources employees are entitled administrative leave with pay, without loss of accrued leave, rights or benefits, for military duty or training if the employee is a member of the United State's National Guard or any of the United States Armed Forces Reserve units.

REFERENCES

Leave of absence to perform military duties mandatory RSMo 105.270

<http://moga.mo.gov/> <http://moga.mo.gov/>

Leaves of Absence CSR 20-5.020 (4) <http://www.sos.mo.gov/adrules/csr/csr.asp>

Related DNR policies

Leave without Pay 5.02

DEFINITION

Appointing authority: An officer having power to make appointments for employment or other personnel related issues or transactions. In the department the appointing authority to direct personnel action to is the Human Resources Director.

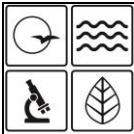
Federal fiscal year: This year is defined as beginning October 1 and ending September 30.

GENERAL PROVISIONS

Military leave provides for administrative leave with pay for department employee's serving in the United State's National Guard or any of the United States Armed Forces Reserve units. Military leave is available for up to 120 hours in a federal fiscal year. Military leave applies to work hours. Non-duty hours such as regularly scheduled days off and holidays should not be charged to military leave.

If an employee's work schedule is such that he/she is eligible to receive benefits, he/she is eligible to receive military leave. If the employee works less than full time, the 120 hours per year is prorated based on the percent of full time worked. If an employee is not eligible for leave, he/she is not entitled to military leave.

The employee must provide to the appointing authority advance notice, either written or oral, of an official order from the appropriate military authority to support military leave. A copy of those orders needs to be provided as documentation of military duty so that payment for the leave can be authorized.



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Military leave should be exhausted before placing the employee on an unpaid leave of absence. If the employee is still on military status after completion of the 120 hours of service, the employee may use accumulated compensatory time or annual leave before being placed on leave without pay.

An employee should discuss all the provisions for military leave, including the amount of leave in their balances and any questions concerning health insurance coverage during military leave with their supervisor or a representative from the Human Resources Program.